

## Employment Tax Due Dates

As an employer, you need to deposit funds and file tax forms in time. Do not miss these important date.

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## Reporting Due Dates

### By January 31

<b>Form W-2 to employees</b>	<ul style="list-style-type: none"><li>• <a href="#">How to fill and print W2 Forms on white paper</a> - ***</li><li>• <a href="#">How to print multiple W2 copies on the same paper for employees</a></li><li>• <a href="#">How to convert W2 into PDF format and email employees</a></li><li>• <a href="#">IRS W2 Instructions</a></li></ul>
<b>Form 1099 to Contractors and Vendors</b>	<ul style="list-style-type: none"><li>• <a href="#">How to fill and print 1099 MISC Forms</a> - ***</li><li>• <a href="#">How to convert 1099 into PDF format and email employees</a></li><li>• <a href="#">1099-MISC Instructions</a></li></ul>
<b>Form 940</b> Employer's Annual Federal Unemployment (FUTA) Tax Return	<ul style="list-style-type: none"><li>• <a href="#">940 Instructions</a></li></ul>
<b>Form 943</b> Employer's Annual Federal Tax Return for Agricultural Employees	<ul style="list-style-type: none"><li>• <a href="#">943 Instructions</a></li></ul>
<b>Form 944</b>	Employer's Annual Federal Tax Return, for the previous calendar year instead of Form 941 if the IRS has notified you in writing to File Form 944 <ul style="list-style-type: none"><li>• <a href="#">944 Instructions</a></li></ul>
<b>Form 945</b>	Annual Return of Withheld Federal Income Tax, to report any nonpayroll income tax withheld in the previous year. <ul style="list-style-type: none"><li>• <a href="#">945 Instructions</a></li></ul>

### By February 28

<b>Mail Form W-2 copy A and W-3 to SSA</b>	<ul style="list-style-type: none"><li>• <a href="#">How to fill and print W2 Forms</a> - ***</li><li>• <a href="#">IRS W2 Instructions</a></li><li>• <a href="#">Purchase W2 W3 Red Forms</a></li></ul>
<b>Mail Form 1099 copy A and 1096 to IRS</b>	<ul style="list-style-type: none"><li>• <a href="#">How to fill and print 1099 MISC Forms</a></li><li>• <a href="#">1099-MISC Instructions</a></li><li>• <a href="#">Purchase W2 1099 Red Forms</a></li></ul>
<b>Mail Form 8027 to IRS</b> Employer's Annual Information Return of Tip Income and Allocated Tips	<ul style="list-style-type: none"><li>• <a href="#">Form 8027</a></li><li>• <a href="#">8027 Instructions</a></li></ul>

## By March 31

File electronic Forms 1099 with the IRS	<ul style="list-style-type: none"><li>• <a href="#">How to efile 1099</a> - ***</li><li>• <a href="#">How to upload 1099 forms to IRS site</a></li><li>• <a href="#">1099-MISC Instructions</a></li></ul>
File electronic Forms W2 with the SSA	<ul style="list-style-type: none"><li>• <a href="#">How to efile W2 Forms</a> - ***</li><li>• <a href="#">IRS W2 Instructions</a></li></ul>
File electronic Forms 8027 with the IRS	<ul style="list-style-type: none"><li>• <a href="#">Form 8027</a></li><li>• <a href="#">8027 Instructions</a></li></ul>

## By April 30, July 31, October 31, and January 31

Form 941 Employer's QUARTERLY Federal Tax Return	<ul style="list-style-type: none"><li>• <a href="#">Form 941 Instructions</a></li></ul>
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## Deposit Due Dates

In general, you must deposit federal income tax withheld and both the employer and employee social security and Medicare taxes. You must use electronic funds transfer (EFTPS) to make all federal tax deposits. You can click the link to view a sample on

### [How to Make Federal Tax Deposit Payment Using EFTPS Site](#)

#### Monthly Depositor

Under the monthly deposit schedule, deposit employment taxes on payments made during a month by the **15th day of the following month**. Employers who deposit monthly should only report their deposits quarterly or annually by filing Form 941 or Form 944.

#### Semi-weekly Depositor

Under the semiweekly deposit schedule, deposit employment taxes for payments made on Wednesday, Thursday, and/or Friday by the following Wednesday. Deposit taxes for payments made on Saturday, Sunday, Monday, and/or Tuesday by the following Friday. Report your deposits quarterly or annually only by filing Form 941 or Form 944.

#### FUTA Deposits

Deposit FUTA tax by the last day of the first month that follows the end of the quarter. If the due date for making your deposit falls on a Saturday, Sunday, or legal holiday, you may make your deposit on the next business day.

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## Payroll & Tax Tips

- [DIY Small Business Payroll Tax Software Solution](#)
- [How to handle the payroll taxes for both employees and contractors](#)
- [How to print W2C & W3C correction forms](#)
- [How print check with MICR Encoding from blank stock](#)
- [How to Add Logo to Check?](#)
- [How to Add Signature to payCheck](#)
- [How to Print Check Draft to Collect Fund](#)
- [How to print QuickBooks/Quicken Checks on Blank Stock](#)
- [How to print Pre-printed Blank Checks With MICR Encoding?](#)
- **Get it Free Now:** [\*\*Business Check Printing Software and Personal Check Printing Software.\*\*](#)